

# City of Eureka, California

## Class Specification

**This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.**

<b>Class Title</b>	<b>Head Keeper / Vet Tech</b>
<b>Class Code Number</b>	

### General Statement of Duties

Supervises, reviews, assigns, and participates in the daily operations, functions, and activities of the care and management of zoo animals, including performing routine medical care of zoo animals; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to supervise, review, assign, and participate in the daily operations, functions, and activities of the care and management of zoo animals, including performing routine medical care of zoo animals. The work is performed under the supervision and direction of higher level staff as assigned, but considerable leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over Zoo personnel assigned to animal care. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a zoo facility and general office environment, with possible exposure to dangerous animals and related diseases, toxic chemicals and a variety of weather conditions.

### Examples of Essential Work (Illustrative Only)

- Supervises, reviews, assigns, and participates in the daily operations, functions, and activities of the care and management of zoo animals, including performing routine medical care of zoo animals;
- Coordinates and participates in the care of the animal collection, including observing and recording animal health, behavior, and appetite; cleaning and sanitizing animal enclosures; recommending the types of animals to exhibit; determining animal behavior characteristics and physical conditions in designing appropriate enclosures and the location of exhibits; organizing and participating in the restraint, crating, and transportation of animals;
- Plans, prioritizes, schedules, and reviews the work of personnel; trains staff in appropriate methods and techniques of Zoo operations and activities; ensures safe work practices; establishes goals; evaluates staff and recommends disciplinary action; and assists in the selection of staff;
- Provides technical and medical support and assistance in the care and treatment of zoo animals; including preparing animals for surgery, administering injections, performing laboratory tests, collections and specimens, maintaining veterinary records, supplies, and

- equipment, and assisting with routine health care procedures, immobilizations, surgeries, treatments and radiology;
- Provides for appropriate levels of safety and welfare for zoo animals, staff and the visiting public;
- Participates in the development and administration of the Division budget for assigned areas of responsibility, including forecasting needs and monitoring expenditures to ensure compliance with approved budget;
- Acts as the City's representative and liaison on relevant topics, including but not limited to, responding to questions and comments from the public in a courteous and timely manner; collaborating with involved parties to reach resolutions on identified issues; speaking in public; and making public presentations;
- Serves as acting division manager for areas of assignment in the division manager's absence;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<b>Required Knowledge, Skills, and Abilities</b>
--

- Thorough knowledge of federal, state and local laws related to animal exhibitors, animal care, enclosures and transport requirements, including USDA regulations for animal health and welfare; American Zoological Association (AZA) standards and California Fish and Game and USDI regulations;
- Thorough knowledge of animal husbandry, including normal behavior and dietary needs;
- Thorough knowledge of the behavior, care, taxonomy, physiology, characteristics, diet and environmental requirements of wild or domestic captive animals;
- Thorough knowledge of veterinary techniques and equipment as it relates to this position;
- Thorough knowledge of the principles of supervision, training, and performance evaluations;
- Thorough knowledge of principles and procedures of required record keeping and reporting;
- Substantial knowledge of budgeting principles, fiscal monitoring, and the City's budget process;
- Substantial knowledge of modern office methods and related equipment operations;
- Ability to interpret and apply federal, state, and local laws, policies, and procedures to assigned area of responsibility;
- Ability to plan, design and implement a variety of exhibit renovations;
- Ability to perform laboratory, surgical, and clinical procedures as it relates to this position;
- Ability to catch and transport zoo animals;
- Ability to effectively supervise, train and evaluate the work of others;
- Ability to make recommendations to and monitor budget for assigned area of responsibility;
- Ability to effectively manage time, prioritize and demonstrate multiple task orientation;
- Ability to exercise sound, independent judgment;
- Ability to recognize potentially dangerous and deadly situations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

Any combination of training and/or experience that is equivalent to:

- Bachelor's Degree in a related field;
- Three years of related experience, with at least one year of supervisory experience, and at least one year of veterinary technician experience, preferably with exotic animals.

#### **Required Special Qualifications**

- Valid Class C California State Driver's License.
- Certification(s) specific to functional areas of assignment may be required.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a zoo facility and general office environment, with exposure to potentially dangerous animals and related diseases, toxic chemicals and a variety of weather conditions.